

THE WOODLANDS TOWNSHIP



Finance Department
2801 Technology Forest Blvd.
The Woodlands, TX 77381-3901

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Hotel Occupancy Tax Reporting Form

Important : Show any changes on this form.

HOTEL NAME AND PHYSICAL ADDRESS

REPORTING PERIOD	
<u>MONTH</u>	<u>YEAR</u>

1. OUTLET TRADE NAME AND ADDRESS	2. TOTAL ROOM RECEIPTS	3. TOTAL TAXABLE RECEIPTS

4. TOTAL ROOM RECEIPTS FOR ALL LOCATIONS (Item 2)	
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5. TOTAL TAXABLE RECEIPTS FOR ALL LOCATIONS (Item 3)	
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6. TOTAL TAX DUE (9.0% of Item 5)	
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7. PENALTY (5.0% of Item 6 if paid after due date)	
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8. TOTAL AMOUNT DUE AND PAYABLE (Item 6 plus item 7) (Make the amount in Item 8 payable to: The Woodlands Township)	
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Due Date : Signed report forms and payment must be filed or postmarked by the 20th day of the month following the reporting period. If due date falls on a Saturday, Sunday, or holiday, the next business date will be the due date.

I declare that the information contained in this Hotel Occupancy Tax Report is accurate to the best of my knowledge and belief.

DULY AUTHORIZED AGENT (Print Name and Title)	SIGNATURE	DATE

Phone/Email: _____

Reminder : Please include a copy of your state occupancy tax report for the same reporting period with this report.